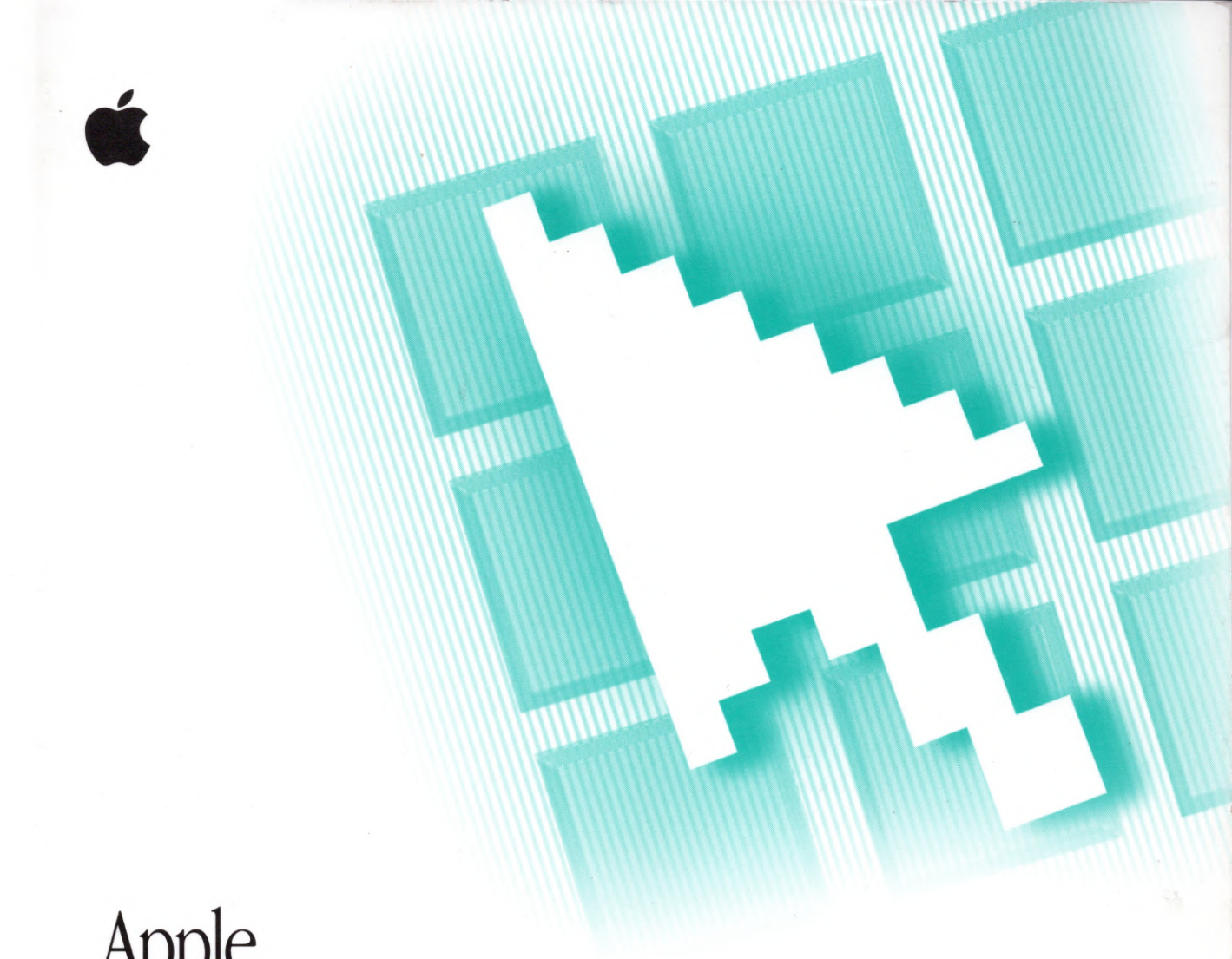
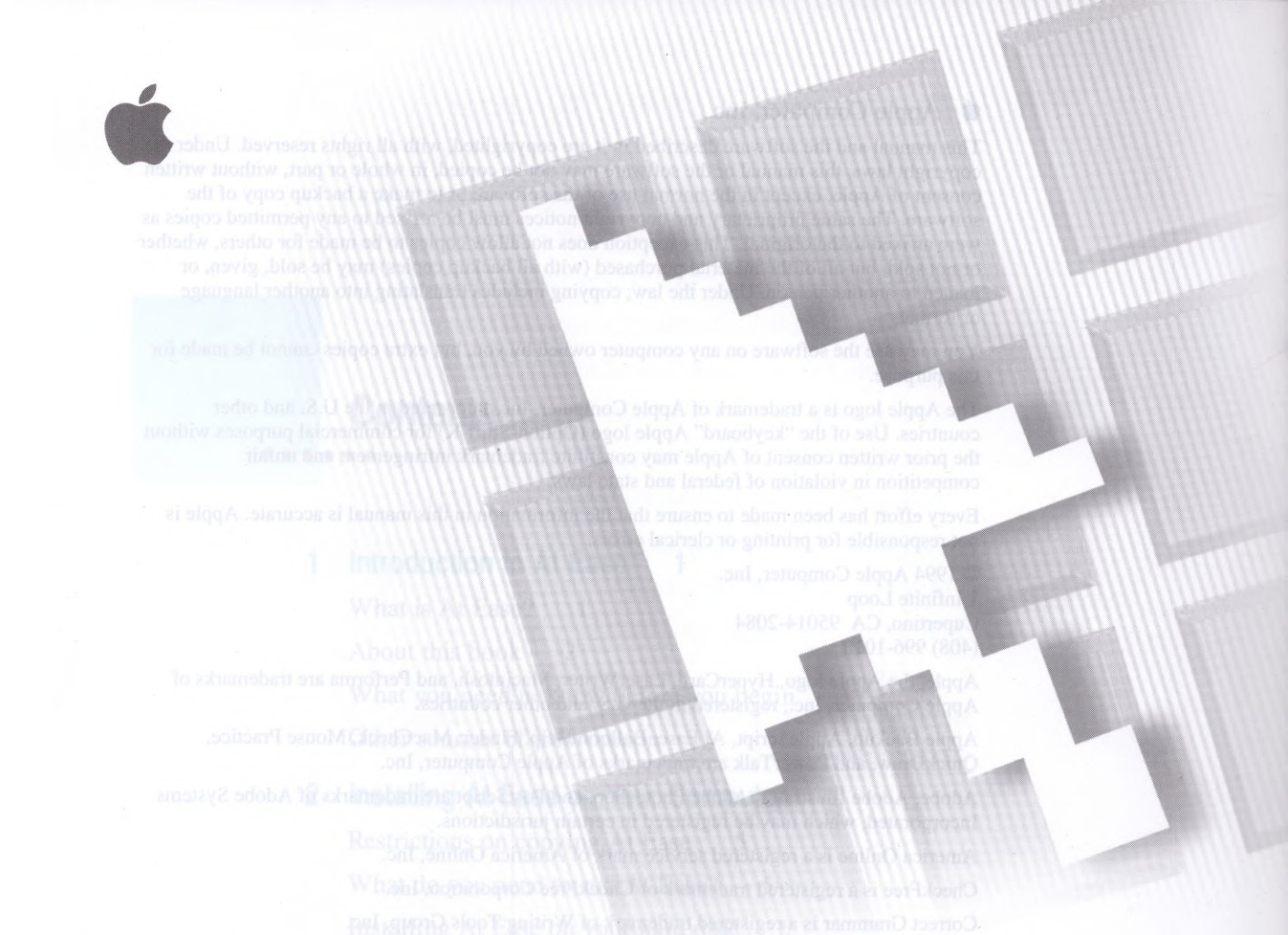


Apple At Ease 2.0

Owner's Guide



Apple At Ease 2.0

Owner's Guide

Apple Computer, Inc.

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1 Introduction to At Ease

This chapter introduces At Ease 2.0 Spending a few minutes now learning what At Ease is and how it's used can save you time later.

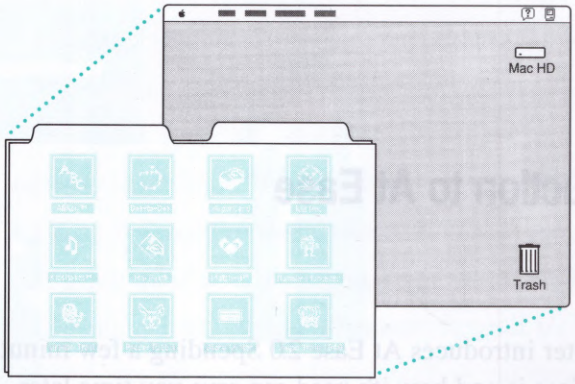
What is At Ease?

At Ease is an alternative to the Macintosh desktop. It provides a simple environment for users—which is especially helpful in allowing novice Macintosh users to work independently without supervision. At Ease also offers privacy and security features that can be valuable on any Macintosh computer used by more than one person.

At Ease allows you to decide what users can access on the computer. The person who controls access is the At Ease *owner.* In a home setting, the owner might be a parent; in a classroom or business setting, the owner might be a teacher or office manager.

The At Ease owner can decide which application programs and documents each user should have access to, whether to display the full or minimal At Ease menus, and where a user can open or save documents.

When At Ease is running on the Macintosh, it sits on top of the Finder (the Macintosh desktop). Although you don't see the Finder when you are working in At Ease, it is still there. As the owner, you have access to the Finder—and you can give access to other users who need it.



About this book

This book is for the At Ease owner. Here's what you'll find in the remaining chapters:

- Chapter 2 provides instructions for installing the At Ease 2.0 software on your computer. (If you received At Ease with a Macintosh Performa computer, the software has been installed for you, and you can skip Chapter 2.)
- Chapter 3 describes how to set up At Ease for your users.
- Chapter 4 explains how to use At Ease in your daily work. The information in this chapter is important for owner and users.
- Chapter 5 gives additional tips for the At Ease owner on getting the most out of At Ease.

What you need to know before you begin

This book assumes that you have basic Macintosh skills. You should know how to

- use the mouse and keyboard
- choose commands from menus
- open folders and application programs
- save documents

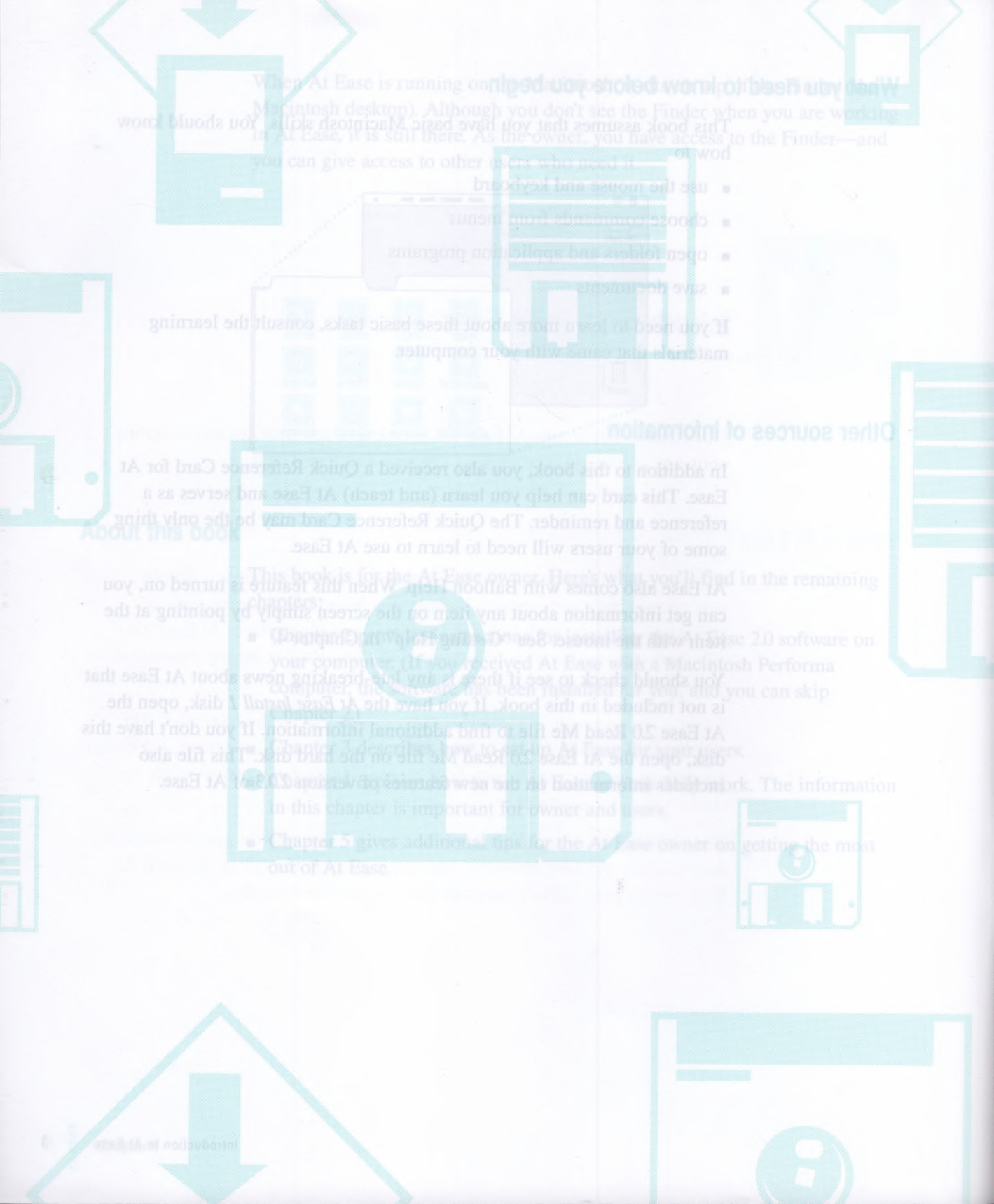
If you need to learn more about these basic tasks, consult the learning materials that came with your computer.

Other sources of information

In addition to this book, you also received a Quick Reference Card for At Ease. This card can help you learn (and teach) At Ease and serves as a reference and reminder. The Quick Reference Card may be the only thing some of your users will need to learn to use At Ease.

At Ease also comes with Balloon Help. When this feature is turned on, you can get information about any item on the screen simply by pointing at the item with the mouse. See "Getting Help" in Chapter 4.

You should check to see if there is any late-breaking news about At Ease that is not included in this book. If you have the *At Ease Install 1* disk, open the At Ease 2.0 Read Me file to find additional information. If you don't have this disk, open the At Ease 2.0 Read Me file on the hard disk. This file also includes information on the new features of version 2.0.3 of At Ease.



2 Installing At Ease on Your Computer

Before you can set up At Ease and begin using it, you need to install the software.

IMPORTANT If you received At Ease packaged with a Macintosh Performa computer, you can skip this chapter. (The At Ease software is already installed on your computer.) Continue with Chapter 3.

Restrictions on copying At Ease

As a licensed user of At Ease, you may use the software on a single Macintosh computer and make one copy for backup purposes. However, you are not permitted to distribute additional copies of the software. (For more details, see the software licensing agreement.)

What do you need to run At Ease?

At Ease 2.0.3 runs on computers that have the following features:

- at least 2 MB (megabytes) of RAM (4 MB recommended)
- system software version 7.0 or later
- an internal or external hard disk

Installing At Ease on your hard disk

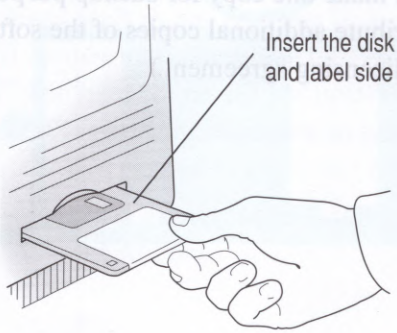
To install At Ease on your hard disk, you use the Installer program on the *At Ease Install 1* disk included in the At Ease package.

IMPORTANT If you have problems installing At Ease on a 2 MB system, you can make more memory available by temporarily turning off all software extensions. To do so, hold down the Shift key while you restart the computer. Release the Shift key when you see the message "Welcome to Macintosh. Extensions off."

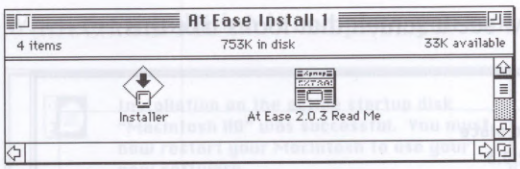
Using the Installer

Make sure you have ready all three *At Ease Install* disks.

1. **Turn on your Macintosh.**
2. **Insert the *At Ease Install 1* disk.**

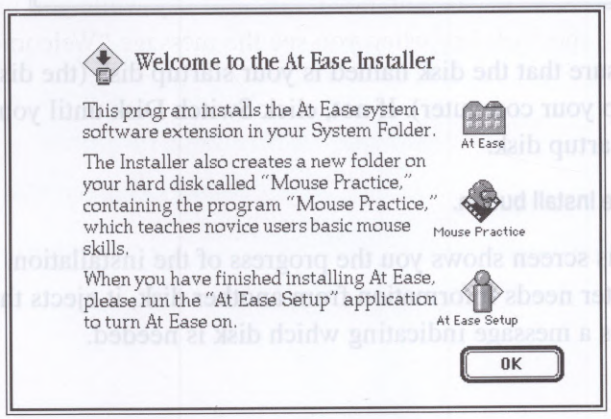


You should now see a screen that looks like this:



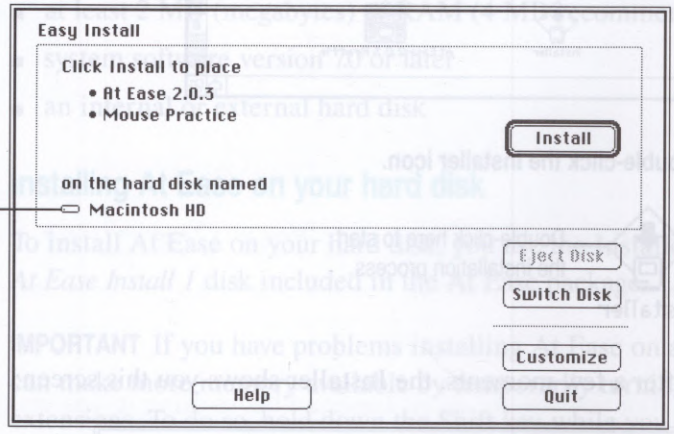
3 **Double-click the Installer icon.**

After a few moments, the Installer shows you this screen:


Welcome to the At Ease Installer
This program installs the At Ease system software extension in your System Folder.
At Ease
The Installer also creates a new folder on your hard disk called "Mouse Practice," containing the program "Mouse Practice," which teaches novice users basic mouse skills.
Mouse Practice
When you have finished installing At Ease, please run the "At Ease Setup" application to turn At Ease on.
At Ease Setup
OK

4 **Click OK.**

You should now see a screen that looks like this:



Make sure the name of your startup disk appears here.

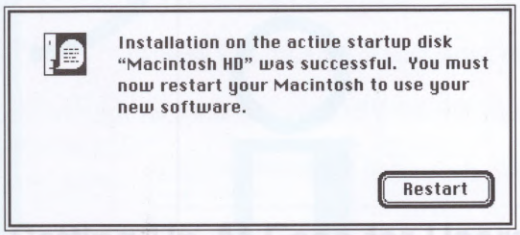
Make sure that the disk named is your startup disk (the disk that you use to start up your computer). If not, click Switch Disk until you see the name of your startup disk.

5 **Click the Install button.**

A status screen shows you the progress of the installation. Whenever the computer needs information from another disk, it ejects the current disk and displays a message indicating which disk is needed.

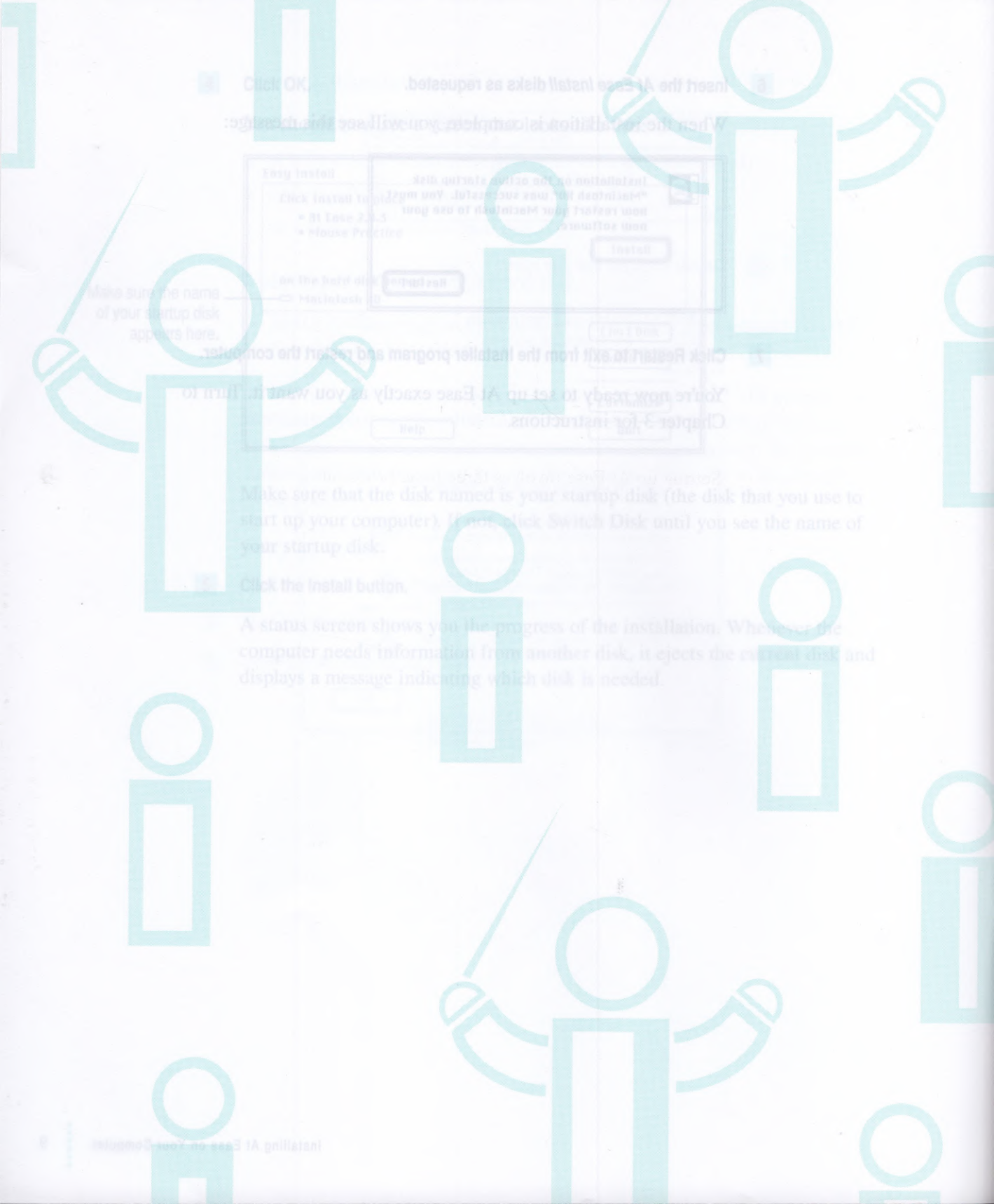
6 **Insert the *At Ease Install* disks as requested.**

When the installation is complete, you will see this message:


Installation on the active startup disk "Macintosh HD" was successful. You must now restart your Macintosh to use your new software.
Restart

7 **Click Restart to exit from the Installer program and restart the computer.**

You're now ready to set up At Ease exactly as you want it. Turn to Chapter 3 for instructions.



3 Setting Up At Ease for Users

Setting up At Ease involves three basic procedures:

- turning on At Ease
- setting an administrator password
- registering users

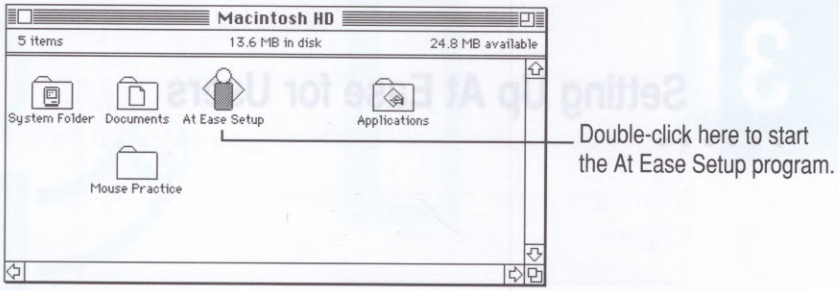
IMPORTANT Be sure to follow the steps in sequence.

Turning on At Ease

When you first install At Ease, it is turned off. (This is also the case for Macintosh Performa computers.) To turn on At Ease, follow these steps:

1 **Locate the At Ease Setup icon in the hard disk window.**

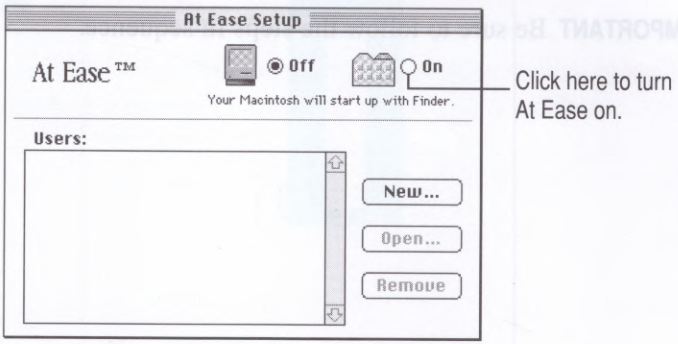
Your window may not look exactly the same as the one showing.



2 **Double-click the At Ease Setup icon to start the program.**

The At Ease Setup window appears.

3 **Click the On button in the At Ease Setup screen to turn on At Ease.**

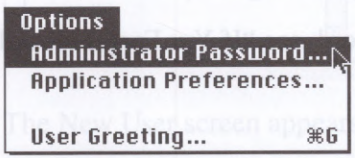


Setting an administrator password

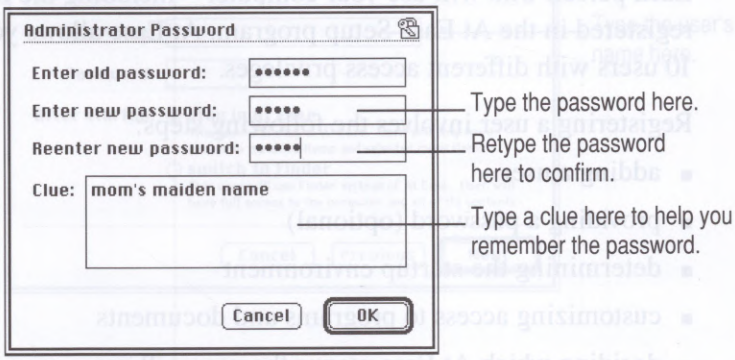
To prevent other users from changing access privileges, the At Ease owner needs to set an administrator password. Only users who know this password will be able to change access privileges in the At Ease Setup program.

IMPORTANT If you do not set an administrator password, every user will have access to the At Ease Setup program and can change access privileges for any user.

1 **Choose Administrator Password from the Options menu.**



The Administrator Password screen appears:



2 **Type the administrator password in the second box.**

You can type up to 15 characters. As you type, dots (•••) appear in place of the text so that anyone nearby will be unable to see what password you have typed. Be sure to choose a password that only you would know.

3 **Retype the administrator password in the third box to confirm it.**

4 **If you wish, click inside the bottom box and type a clue that will help you remember your password.**

The clue will appear each time you are asked to provide the administrator password. As with the password itself, be sure to choose a clue that only you will recognize.

5 **Click OK.**

In the future, you will need to provide the administrator password before you can use the At Ease Setup program. You can change the password at any time—but only after entering the original password.

If you've forgotten the password, see "If You Forget the Administrator Password." in Chapter 5.

Registering users in At Ease

Each person who will use your computer—including the owner—should be registered in the At Ease Setup program. At Ease allows you to register up to 10 users with different access privileges.

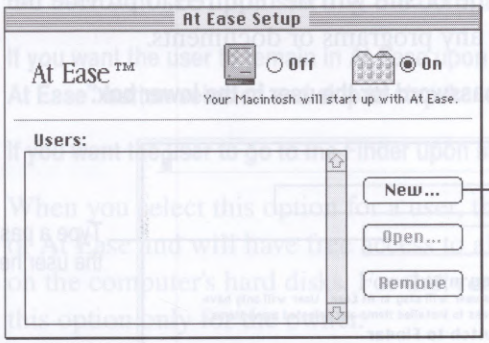
Registering a user involves the following steps:

- adding a user
- providing a password (optional)
- determining the startup environment
- customizing access to programs and documents
- deciding which At Ease menus the user will see
- activating the text-to-speech feature
- assigning a location for opening and saving documents
- allowing access to the Finder

IMPORTANT Be sure to follow the complete sequence of steps in this section for one user, and then repeat the sequence for each additional user you wish to register.

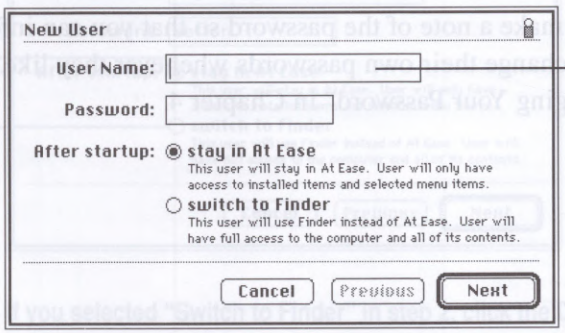
Adding a user

1 **Click the New button in the At Ease Setup screen.**



The New User screen appears.

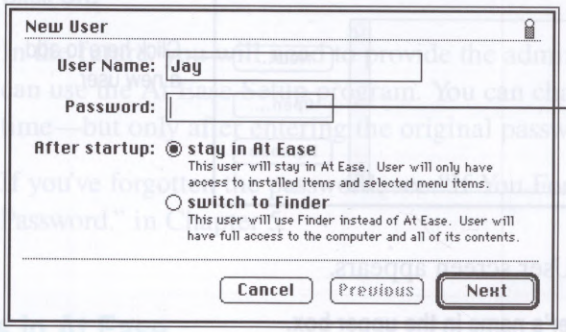
2 **Type the user's name in the upper box.**


New User
User Name:
Password:
After startup:
stay in At Ease
This user will stay in At Ease. User will only have access to installed items and selected menu items.
switch to Finder
This user will use Finder instead of At Ease. User will have full access to the computer and all of its contents.
Cancel
Previous
Next
Type the user's name here.

Providing a password (optional)

If you wish, you can provide a password for the user. Each time the user starts up the computer, he or she will be required to provide the password before gaining access to any programs or documents.

1 **If you wish, type a password for the user in the lower box.**


New User
User Name: Jay
Password:
After startup: stay in At Ease
This user will stay in At Ease. User will only have access to installed items and selected menu items.
switch to Finder
This user will use Finder instead of At Ease. User will have full access to the computer and all of its contents.
Cancel
Previous
Next
Type a password for the user here.

Be sure to make a note of the password so that you can inform the user of it. Users can change their own passwords whenever they like. For instructions, see "Changing Your Password" in Chapter 4.

Determining the startup environment

You need to decide which environment—At Ease or the Macintosh desktop—the user will see upon starting the computer.

1 **If you want the user to remain in At Ease upon starting the computer, leave the "Stay in At Ease" button selected and skip to step 4.**

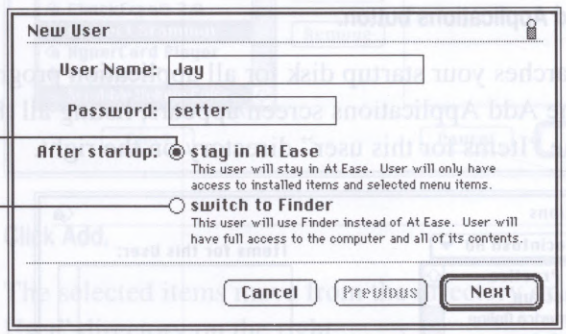
2 **If you want the user to go to the Finder upon starting, click the "Switch to Finder" button.**

When you select this option for a user, the user will have none of the benefits of At Ease and will have free access to all the documents and programs stored on the computer's hard disks. For that reason, you might consider selecting this option only for the owner.

Note that the Next button changes to a Done button in this case.

Leave this button selected if you want the user to remain in At Ease upon starting the computer.

Click this button if you want the user to go to the Finder upon starting.


New User
User Name: Jay
Password: setter
After startup:
stay in At Ease
This user will stay in At Ease. User will only have access to installed items and selected menu items.
switch to Finder
This user will use Finder instead of At Ease. User will have full access to the computer and all of its contents.
Cancel
Previous
Next

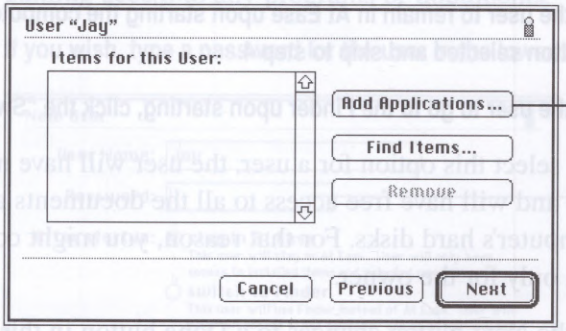
3 **If you selected "Switch to Finder" in step 2, click the Done button.**

Since this user will go to the Finder rather than At Ease upon starting, no further setup is needed for him or her. The At Ease Setup program returns you to the opening screen. Return to the instructions in "Adding a User" earlier in this chapter and begin the process of adding the next user.

4 **Click the Next button to continue the registration process.**

Customizing access to programs and documents

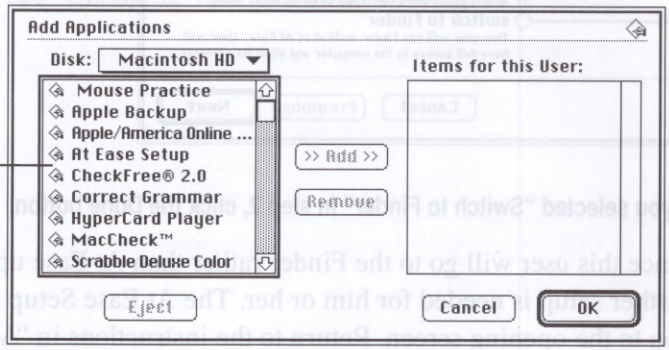
When you clicked the Next button at the end of the previous section, the following screen appeared:



Click here to give the user access to applications.

1 **Click the Add Applications button.**

At Ease searches your startup disk for all application programs. After a moment, the Add Applications screen appears, listing all the programs it found in the "Items for this user" directory on the right.



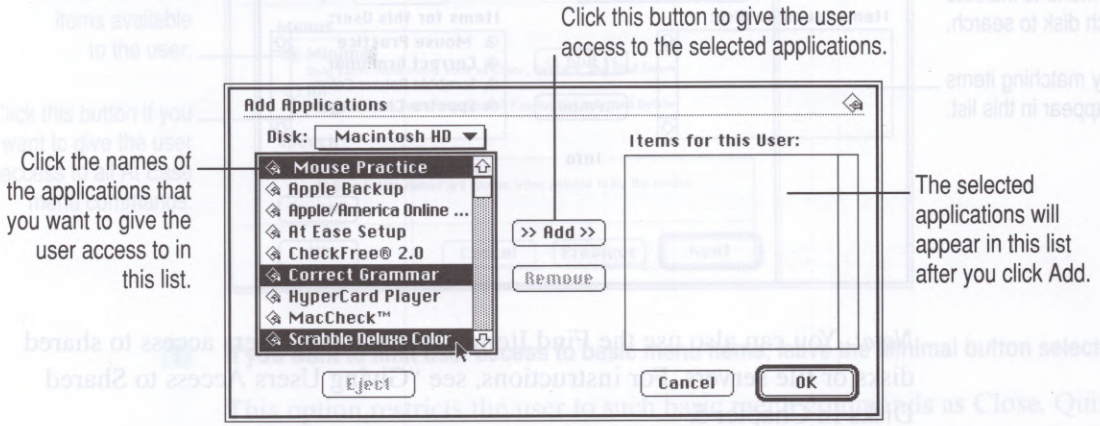
This directory lists all the application programs on your startup disk.

Note: Apple II applications do not appear in this list. To add Apple II applications, you must use the Find Items command, explained in steps 7–12 of these instructions.

2 Select any programs that you want the user to have access to.

If you purchased At Ease as a software package, it came with a program called Mouse Practice. If the user hasn't had experience using the mouse, be sure to include Mouse Practice among the items you select.

To select more than one item in the list, hold down the Shift key while you click the names of the items.



3 Click Add.

The selected items move from the directory on the left into the "Items for this User" directory on the right.

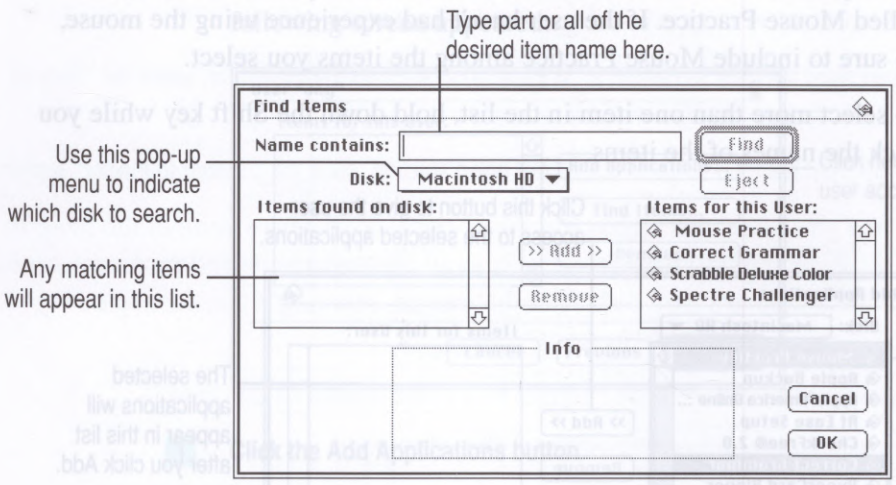
4 If you want to give the user access to applications on another disk, use the pop-up Disk menu to view the contents of another disk. (If not, skip to step 6.)

5 Select the desired programs and click the Add button.

6 When you have finished adding programs, click OK.

Note: Some application programs need to access special files that come with the program. See "Choosing Application Preferences" in Chapter 5 for information on giving applications access to these special files.

7 **If you want to give the user access to any other items (such as documents), click the Find Items button. (If not, skip to step 12.)**



Note: You can also use the Find Items screen to give users access to shared disks or file servers. For instructions, see "Giving Users Access to Shared Disks in Chapter 5.

8 **Type part or all of the item name in the upper box.**

9 **If necessary, use the pop-up Disk menu to indicate which disk you want to search.**

10 **Click the Find button.**

A list appears on the left, showing all items on the selected disk whose names contain the text you typed.

11 **Select the desired items and click the Add button.**

To select more than one item in the list, hold down the Shift key while you click the names of the items.

12 **When you have finished searching for items, click OK.**

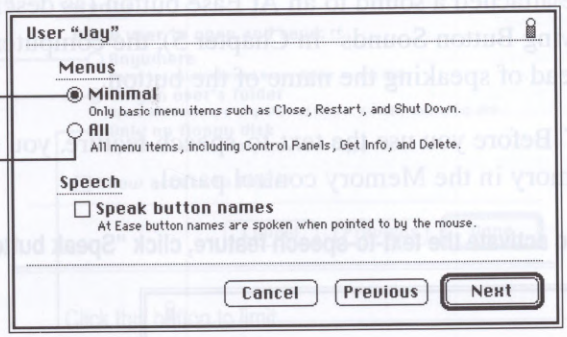
13 **Click the Next button to continue the registration process.**

Deciding which At Ease menus the user will see

When you clicked the Next button at the end of the previous section, the following screen appeared. This screen lets you decide whether the user will see the full menus in At Ease, or only the basic menu items.

Leave this button selected if you want to limit the menu items available to the user.

Click this button if you want to give the user access to all At Ease menu commands.



1 **If you want to limit user access to basic menu items, leave the Minimal button selected.**

This option restricts the user to such basic menu commands as Close, Quit, and Restart. Menu commands that allow the user to move and delete files are not available in this option.

Users who can see only minimal menus will not be able to see the Chooser in the Apple menu.

2 **If you want to give the user access to all At Ease menu commands, click the All button.**

This option allows the user to perform a wider variety of file-management tasks, including renaming and deleting his or her own files, copying files to and from floppy disks, and changing the view of items on the At Ease screen.

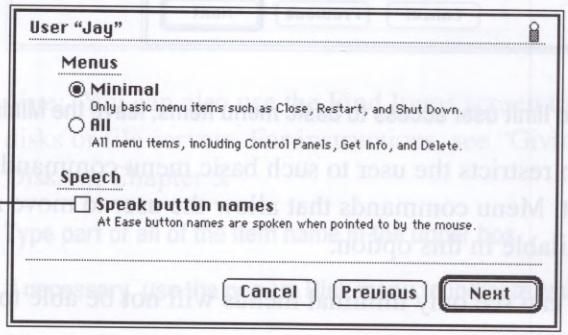
Activating the text-to-speech feature

At Ease gives you the option of having the computer speak the name of each button as the pointer passes over it on the screen. (This feature can be useful for children who have not yet learned to read or for people with visual disabilities.)

If you have attached a sound to an At Ease button (as described in "Attaching and Removing Button Sounds" in Chapter 5), the computer will play the sound instead of speaking the name of the button.

IMPORTANT Before you use the text-to-speech feature, you should turn off virtual memory in the Memory control panel.

1 **If you want to activate the text-to-speech feature, click "Speak button names."**

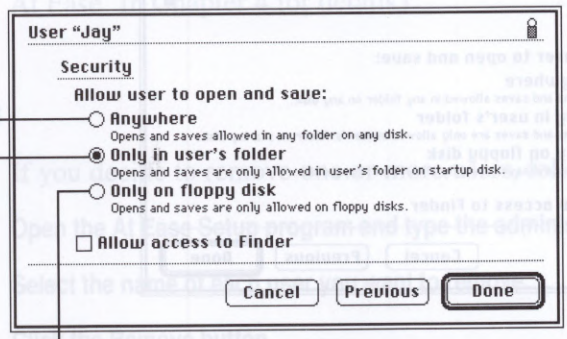


Click here to activate the text-to-speech feature of At Ease.

2 **Click the Next button to continue the registration process.**

Assigning a location for opening and saving documents

When you clicked the Next button at the end of the previous section, the following screen appeared. This screen lets you control where a user can open and save documents.


User "Jay"
Security
Allow user to open and save:
Anywhere
Opens and saves allowed in any folder on any disk.
Only in user's folder
Opens and saves are only allowed in user's folder on startup disk.
Only on floppy disk
Opens and saves are only allowed on floppy disks.
Allow access to Finder
Cancel
Previous
Done

Click this button to let the user open and save files in any folder on any disk.

Leave this button selected to limit the user to one folder on the hard disk.

Click this button to limit the user to floppy disks.

1 **If you want the user to be able to open and save files in any folder on any disk, click the "Anywhere" button.**

This option gives the user the greatest freedom of file management, but it limits the administrator's control over the arrangement of items on the computer disks and also limits the privacy of other users.

2 **If you want the user to be able to open and save files on the startup disk (but only in his or her folder), leave the "Only in user's folder" button selected.**

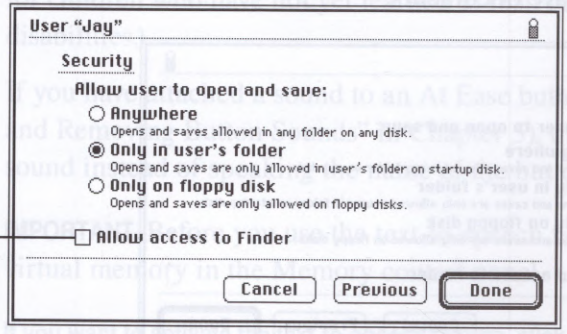
This option gives the user some freedom of file management but avoids the problem of disk clutter on the hard disks by keeping all the user's documents in one place—a user folder located in the Documents folder on the startup hard disk.

3 **If you want the user to be able to open and save files only on floppy disks, click the "Only on floppy disk" button.**

This option gives the administrator complete control over the arrangement of items on the hard disks.

Allowing access to the Finder

To give users even more freedom of file management, you can allow them access to the Finder (the Macintosh desktop).


User "Jay"
Security
Allow user to open and save:
Anywhere
Opens and saves allowed in any folder on any disk.
Only in user's folder
Opens and saves are only allowed in user's folder on startup disk.
Only on floppy disk
Opens and saves are only allowed on floppy disks.
Allow access to Finder
Cancel
Previous
Done

Click this button to give the user access to the Finder in addition to At Ease.

1 **If you want to give the user access to the Finder, click the "Allow access to Finder" button.**

When you select this option for a user, he or she will have access to all the documents and programs stored on the computer's hard disks. For that reason, you should consider carefully which users (if any) should be given this option.

IMPORTANT If you (as the At Ease owner) did not choose the Finder as your startup environment (as described in "Determining the Startup Environment" earlier in this chapter), you should give yourself access to the Finder with this option.

Activating this option is different from setting the Finder as the startup environment. In this case, the user will start up with At Ease but can switch to the Finder using a menu command in the Special menu. (A password is not required for the user to switch to the Finder.)

2 **Click the Done button.**

You are now finished registering this user. Follow the same process (beginning with "Adding a User" earlier in this chapter) for each remaining user of your computer.

Quitting the At Ease Setup program

When you have registered all of your users, choose Quit from the File menu. You return to the Macintosh desktop. The next time you start up the computer, you will see the At Ease welcome screen. (See "Starting Up With At Ease" in Chapter 4 for details.)

Removing users

If you decide to remove one or more users, follow these steps:

1. **Open the At Ease Setup program and type the administrator password.**
2. **Select the name of each user you want to remove.**
3. **Click the Remove button.**

Making changes to a user's access privileges

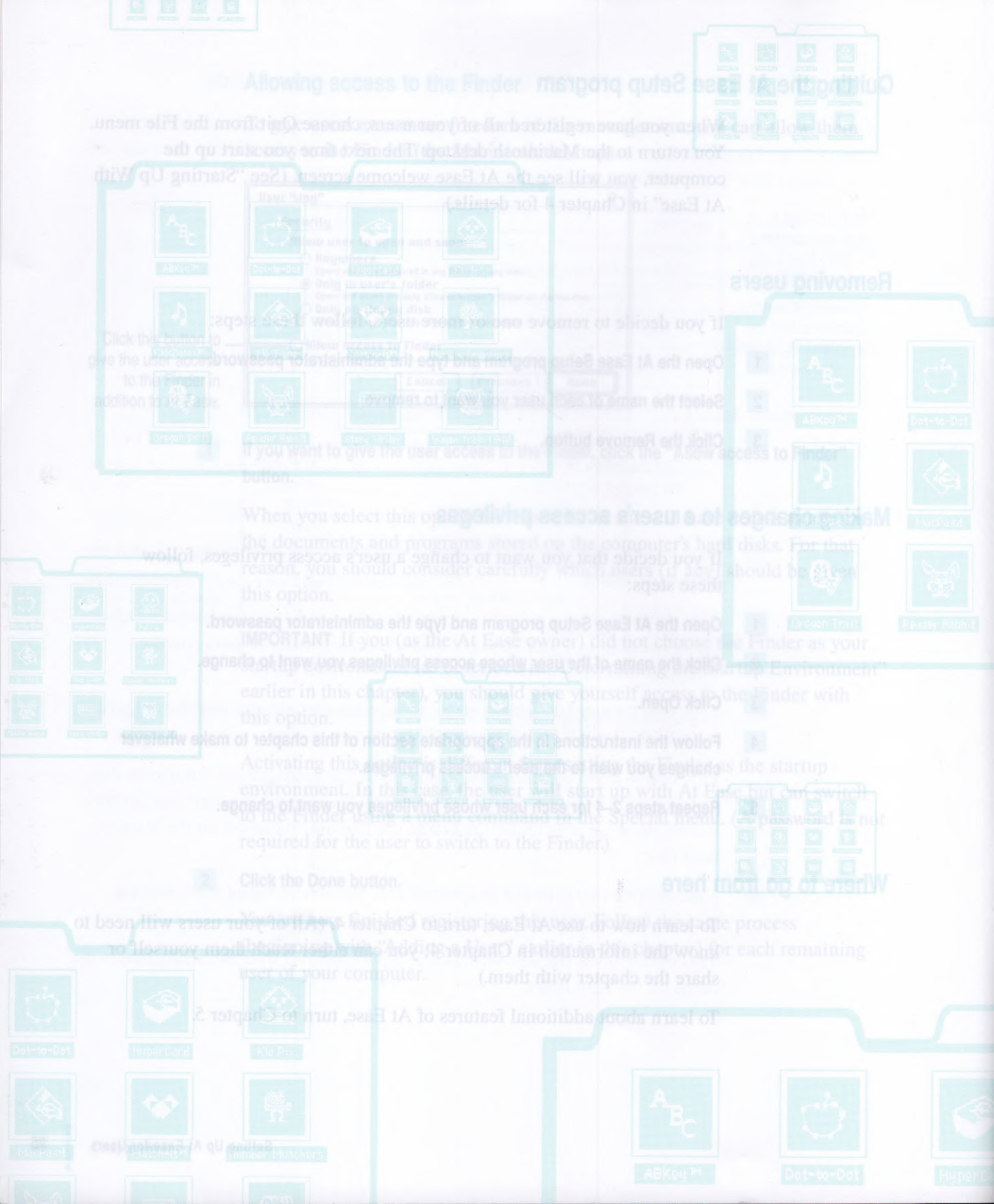
If you decide that you want to change a user's access privileges, follow these steps:

1. **Open the At Ease Setup program and type the administrator password.**
2. **Click the name of the user whose access privileges you want to change.**
3. **Click Open.**
4. **Follow the instructions in the appropriate section of this chapter to make whatever changes you wish to the user's access privileges.**
5. **Repeat steps 2–4 for each user whose privileges you want to change.**

Where to go from here

To learn how to use At Ease, turn to Chapter 4. (All of your users will need to know the information in Chapter 4; you can either teach them yourself or share the chapter with them.)

To learn about additional features of At Ease, turn to Chapter 5.

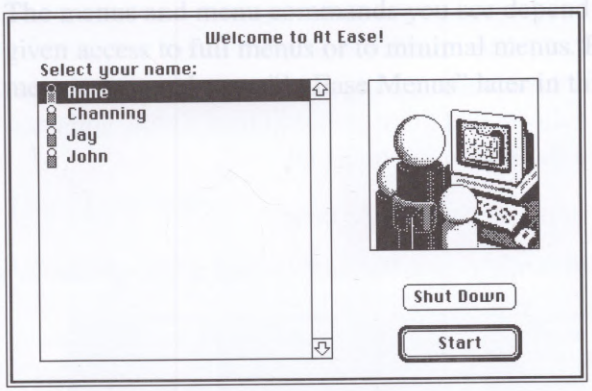


4 Using At Ease

This chapter provides information on the day-to-day use of At Ease. The tasks described in this chapter are useful for all At Ease users—not just the owner.

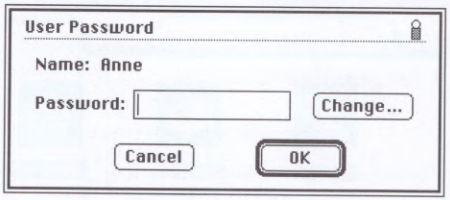
Starting up with At Ease

When you start up with At Ease, a welcome screen appears. (If there is only one At Ease user, the welcome screen will look somewhat different from the one pictured here.)



1 **Select your name in the list on the left and click the Start button.**

The User Password screen appears:



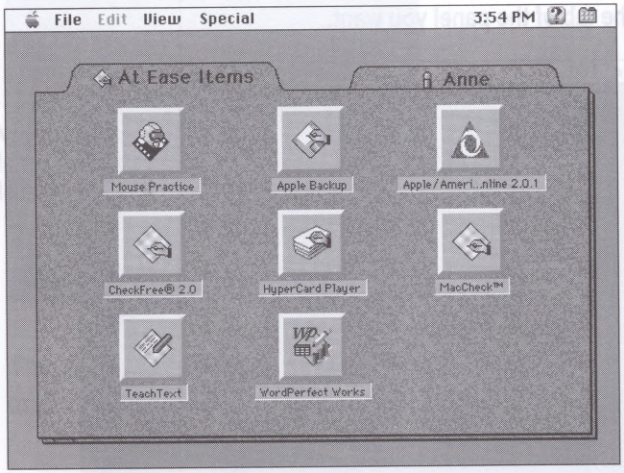
If the At Ease owner did not assign you a password, you will see the At Ease desktop immediately upon starting up—you won't see the User Password screen.

2 **Type your password and click OK.**

The next screen you see is the At Ease desktop.

A first look at At Ease

Your At Ease desktop looks something like this. (You will have different programs and documents, of course.)



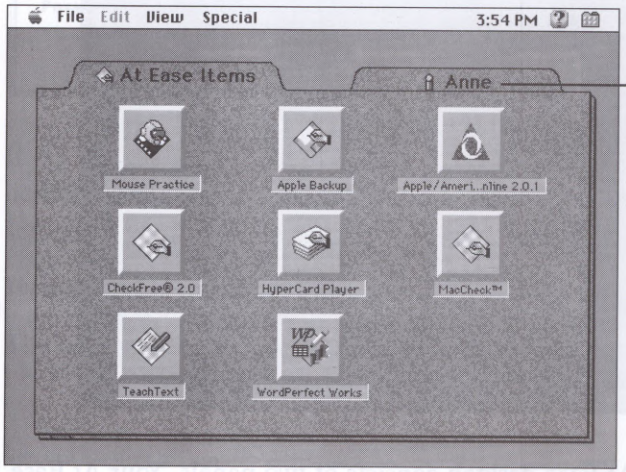
The At Ease desktop consists of two panels. Your At Ease Items panel displays a button for each application program or document that is available to you. Your user panel (labeled with your name) contains items that you have saved in your personal area.

The menus and menu commands you see depend on whether you have been given access to full menus or to minimal menus. For an explanation of the menu commands, see "At Ease Menus" later in this chapter.

Switching between the At Ease panels

You can easily switch between the At Ease Items panel and your user panel to find the documents or programs you want to open.

1 **Click the tab of the panel you want.**



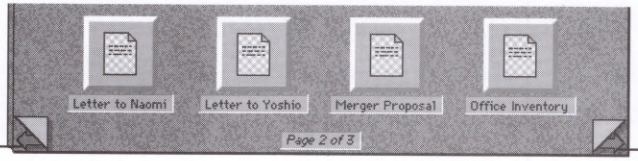
To switch between At Ease panels, click the tab of the panel you want.

"Paging" through At Ease

If you have more programs and documents than can be displayed at one time, a new "page" is added to your At Ease Items panel or user panel. An upturned page corner appears in one or both of the bottom corners of the panel to indicate that there are additional items. The page number also appears at the bottom of the panel.

To move between pages in At Ease:

1 **Click the left corner to go to the previous page or the right corner to go to the next page.**



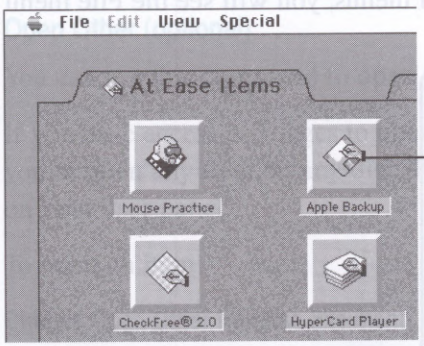
Click here to go to the previous page.

Click here to go to the next page.

2 **To go directly to a page, hold down the ⌘ key while typing the number of the page (1 to 9).**

Opening programs and documents

1 **To open a program or document in At Ease, click its button once.**



The At Ease desktop disappears, and you see the window of the application or document that you've opened.

At Ease menus

This section describes each of the At Ease menu commands. (Many of these commands work differently from those in the Macintosh Finder menus.)

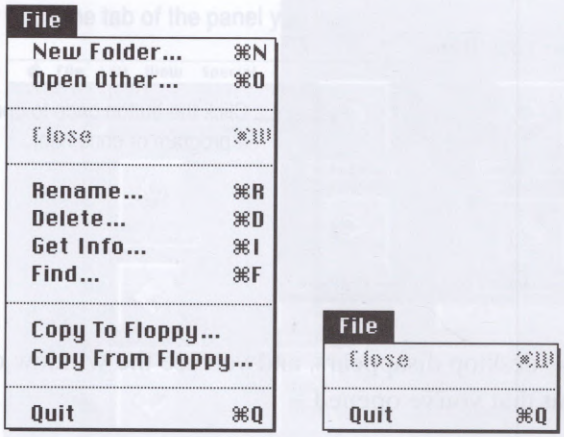
The menu commands available to you depend on your access privileges. If you have access to minimal menus, you will see only those commands described as "always available" in this section—not those described as "optional." If you have been given access to full menus, you will see all the commands described in this section.

The Apple menu

The items in the Apple (🍎) menu are described in the manuals or on-screen help that came with your computer. Please refer to those sources if you have questions about Apple menu items. At Ease does not show folders (except for the Control Panels folder) in the Apple menu.

The File menu

If you have access to full menus, you will see the File menu on the left; if you have access to minimal menus, you will see the File menu on the right.



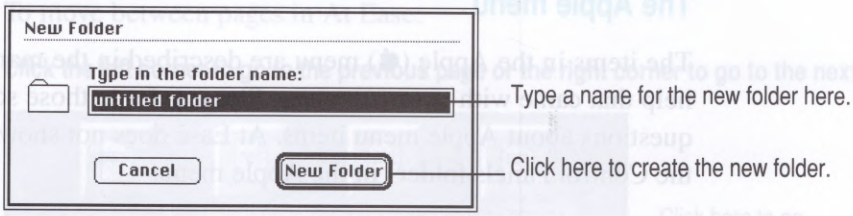
New Folder (optional)

You can use this command to create new folders on your user panel. After a new folder is created, you can save new documents in the folder, but you can't move any documents into the new folder.

To create a new folder:

1. **If necessary, click the tab of the user panel to bring it to the foreground.**
2. **Choose New Folder from the File menu.**

The New Folder screen appears:



3 **Type a name for the folder in the text box, and then click New Folder.**

A button for the new folder appears on your user panel.

Open Other (optional)

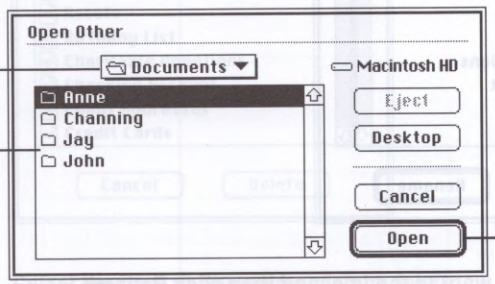
You can use this command to open programs or documents.

If you have access privileges to open items anywhere, this command allows you to open any item on any disk. If not, this command lets you open items on your user panel.

To open an item:

1 **Choose Open Other from the File menu.**

The Open Other screen appears:



Use this pop-up menu to move to a different level or a different disk.

Select the item you want to open from this list.

Click here to open the selected item.

2 **If necessary, use the pop-up menu to move to a different level or a different disk.**

3 **Select the item you want, and then click Open.**

The Open Other screen disappears, and the window of the selected program or document appears.

Close (always available)

This command allows you to close any window that is currently open. It does not close the At Ease Items panel or the user panel.

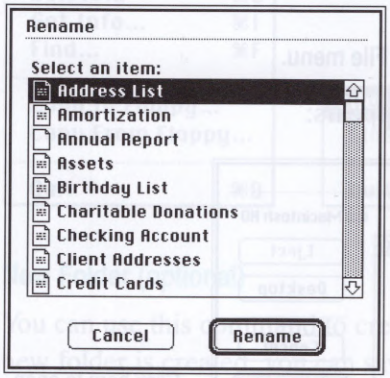
Rename (optional)

You can use this command to rename any document or folder on your user panel.

To rename an item:

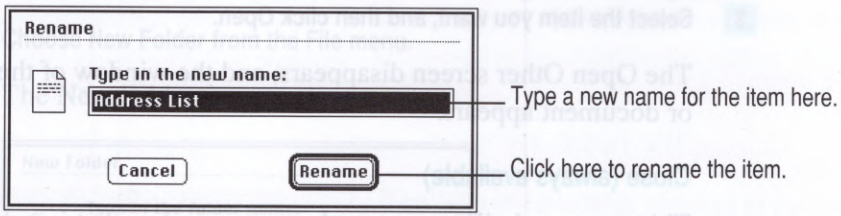
1. **If necessary, click the tab of the user panel to bring it to the foreground.**
2. **Choose Rename from the File menu.**

The first Rename screen appears:



3. **Select the item you want to rename, and then click Rename.**

The second Rename screen appears:



4. **Type a new name for the item in the text box, and then click Rename.**

The second Rename screen disappears, and the item has been renamed on the user panel.

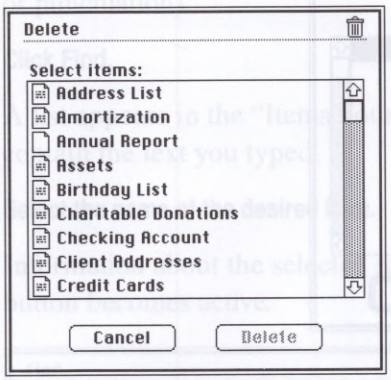
Delete (optional)

You can use this command to delete any document or folder on your user panel. Deleting a folder will also delete its contents permanently.

To delete an item:

1. **If necessary, click the tab of the user panel to bring it to the foreground.**
2. **Choose Delete from the File menu.**

The Delete screen appears:



3. **Select the item or items you wish to delete.**

   To select more than one item, hold down the Shift key while you click each name.

4. **Click Delete.**

   A message appears, asking whether you really want to permanently delete the selected item or items.

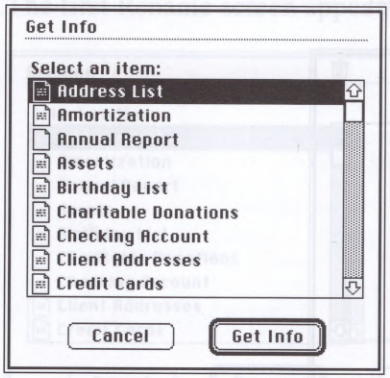
5. **To permanently delete the item or items, click Delete again.**

Get Info (optional)

You can use this command to get information about any item on either At Ease panel. To get information about an item:

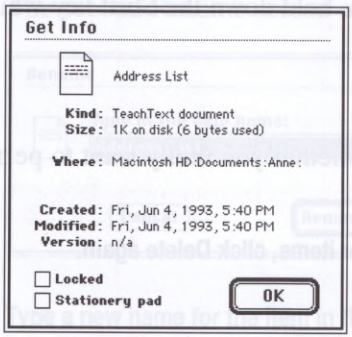
1. **Click the tab of the panel that contains the item to bring it to the foreground.**
2. **Choose Get Info from the File menu.**

   The Get Info screen appears:



3. **Select the item you want information about, and then click Get Info.**

   An information box appears:



4. **Click OK when you're finished reviewing the information.**

Find (optional)

You can use this command to find items on either At Ease panel. To find an item:

1. **Choose Find from the File menu.**

   The Find screen appears.

2. **Type the name (or part of the name) of the item you want to find in the text box.**

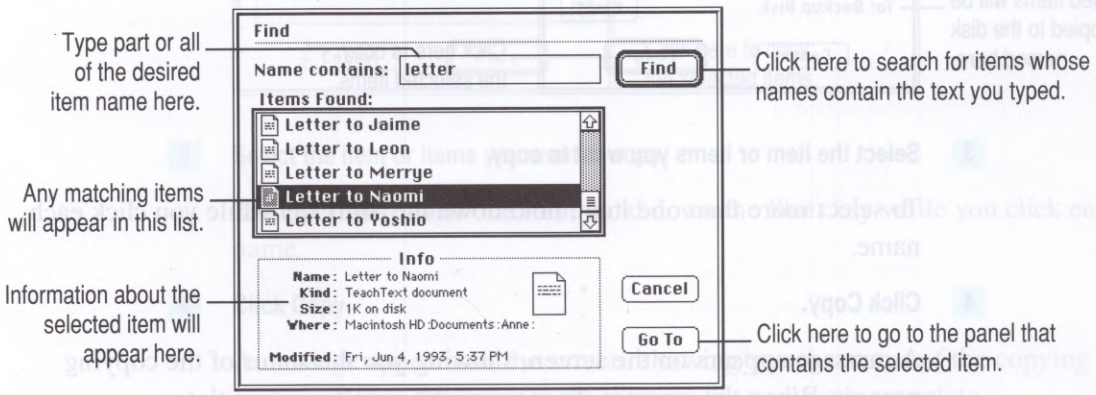
   If you type the entire name, be sure to type it exactly (including any spaces or punctuation).

3. **Click Find.**

   A list appears in the "Items Found" box, showing all items whose names contain the text you typed.

4. **Select the name of the desired item.**

   Information about the selected item appears in the Info box, and the Go To button becomes active.


Type part or all of the desired item name here.
Any matching items will appear in this list.
Information about the selected item will appear here.
Find
Name contains: letter
Find
Items Found:
Letter to Jaime
Letter to Leon
Letter to Merrye
Letter to Naomi
Letter to Yoshio
Info
Name: Letter to Naomi
Kind: TeachText document
Size: 1K on disk
Where: Macintosh HD:Documents:Anne:
Modified: Fri, Jun 4, 1993, 5:37 PM
Cancel
Go To
Click here to search for items whose names contain the text you typed.
Click here to go to the panel that contains the selected item.

5. **Click Go To.**

   The Find screen disappears, and At Ease takes you to the panel with the selected item. The item flashes to help you locate it.

Copy To Floppy (optional)

You can use this command to copy items from your user panel onto a floppy disk.

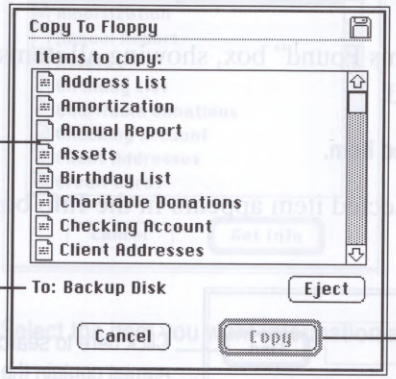
To copy to a floppy disk:

1 **If necessary, click the tab of the user panel to bring it to the foreground.**

2 **Choose Copy To Floppy from the File menu.**

If there is no disk in the floppy drive, At Ease prompts you to insert one.

The Copy To Floppy screen appears:



3 **Select the item or items you want to copy.**

To select more than one item, hold down the Shift key while you click each name.

4 **Click Copy.**

A message appears on the screen, showing you the status of the copying process. When the message disappears, the process is complete.

Note: If you click the Cancel button after copying has begun, At Ease will finish copying the item in progress but will not copy any additional items.

Copy From Floppy (optional)

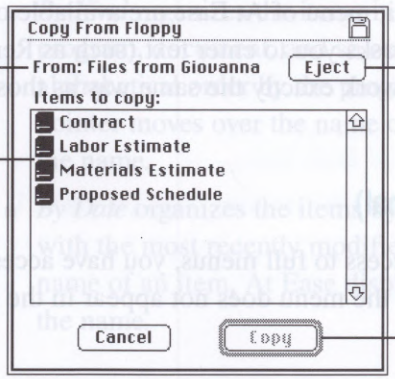
If you have access to this command, you can use it to copy items from a floppy disk to your user panel.

To copy from a floppy disk:

1. **If necessary, click the tab of the user panel to bring it to the foreground.**
2. **Choose Copy From Floppy from the File menu.**

   If there is no disk in the floppy drive, At Ease prompts you to insert one.

   The Copy From Floppy screen appears:



The name of the disk in the floppy drive appears here.

Select one or more items to be copied from this list.

Click here to eject the disk named to the left.

Click here to copy the selected items.

3. **Select the item or items you want to copy.**

   To select more than one item, hold down the Shift key while you click each name.

4. **Click Copy.**

   A message appears on the screen, showing you the status of the copying process. When the message disappears, the process is complete.

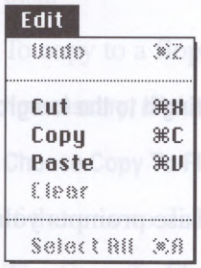
   Note: If you click the Cancel button after copying has begun, At Ease will finish copying the item in progress but will not copy any additional items.

Quit (always available)

This command returns you to the At Ease welcome screen. From there, you can shut down the computer, or another user can start up At Ease. (If there is only one At Ease user, this command does not appear.)

The Edit menu (always available)

All users see the same Edit menu commands.



The commands in the Edit menu of At Ease are available only if you have selected a command that asks you to enter text (such as Rename or Find). The At Ease Edit commands work exactly the same way as those in an application's Edit menu.

The View menu (optional)

If you have been given access to full menus, you have access to the commands in the View menu; if not, the menu does not appear in the menu bar.

The View menu commands let you change the way items on either At Ease panel are organized.

To change your view:

1. **Click the tab of the panel whose organization you want to change to bring it to the foreground.**
2. **Choose a view from View menu.**

There are four possibilities:

- *By Name* organizes the items in alphabetical order.
- *By Size* organizes the items according to size, starting with the largest item. When the pointer moves over the name of an item, At Ease displays the size below the name.
- *By Kind* organizes the items in alphabetical order by category (application program, document, and so on); in addition, documents are organized in alphabetical order by the program in which they were created. When the pointer moves over the name of an item, At Ease displays its kind below the name.
- *By Date* organizes the items by the date they were last modified, starting with the most recently modified item. When the pointer moves over the name of an item, At Ease displays the date it was last modified below the name.

The Special menu

Which commands you see in the Special menu depends on the access privileges you have.

Turn Sound Off (always available)

At Ease can make sounds when you move from one page to another, when you click a button, and when the pointer passes over an item. This command lets you turn off these sounds.

When sound has been turned off, this menu command changes to "Turn Sound On."

Eject Disk (always available)

This command lets you eject a floppy disk. If more than one disk is present, you will see a list to choose from when you choose this command.

If only one disk is present, the command name changes to "Eject <Name of Your Disk>." For example, if a disk named "XYZ" is in the floppy disk drive, the command name will read "Eject XYZ."

Go To At Ease Setup (always available)

This command takes you to the At Ease Setup program. If the At Ease owner has set an administrator password, you will be required to provide this password before you can gain access to At Ease Setup.

Go To Finder (optional)

This command is available if the At Ease owner has given you access to the Finder. Choosing this command brings the Finder forward; At Ease is still running in the background. You can return to At Ease by choosing Go To At Ease from the File menu of the Finder.

Restart (always available)

This command restarts the computer. Any floppy disks are ejected in the process of restarting. When the computer restarts, the first thing you see is the At Ease welcome screen.

Shut Down (always available)

This command shuts down the computer so that it is safe to switch off the power. Any floppy disks are ejected in the process of shutting down.

Saving documents

When you save a new document, your choice of locations is determined by a setting in the At Ease setup program. Check with the At Ease owner to see which of the following settings applies to you:

- *Anywhere:* You are allowed to save your documents anywhere on any disk. When you choose the Save or Save As command, you are presented with a directory dialog box that lets you select the location of your choice. However, if you save a document anywhere other than your personal folder or a floppy disk, the document will not appear on your user panel.
- *Only in user's folder:* You can save documents only in your personal folder on the startup disk. When you choose the Save or Save As command, you are presented with a directory dialog box that lets you save directly into your folder. (You can create folders within your personal folder.)
- *Only on floppy disk:* You must use floppy disks to save your documents. When you choose the Save or Save As command, you are prompted to insert a floppy disk (unless one is already in a floppy disk drive).

For more information on saving documents, refer to the manuals or on-screen help that came with your computer.

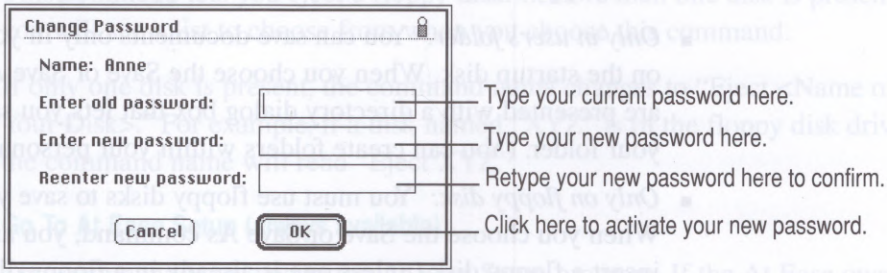
Changing your password

You can change the password given to you by the At Ease owner, as part of the process of starting up with At Ease.

If you were not given a password by the At Ease owner, you cannot use this procedure.

1 **When you start up the computer, click the Change button in the User Password screen.**

The Change Password screen appears:



2 **Type your current password in the upper box, then type your new password in the middle and lower boxes.**

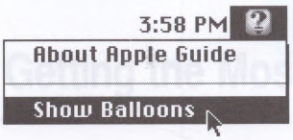
As you type, dots (•••) appear in place of the text so that anyone nearby will be unable to see what password you have typed.

3 **Click OK.**

Getting help

As you're learning At Ease, you may want to take advantage of Balloon Help, which lets you get information about items on the screen simply by pointing to them with the mouse.

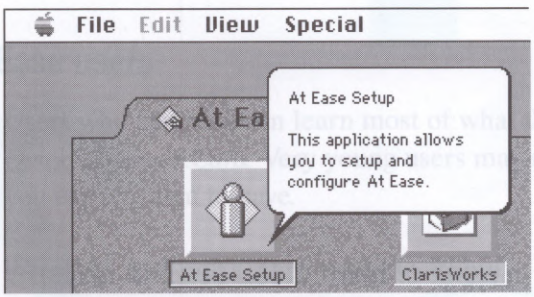
1 **Choose Show Balloons from the Help (?) menu (System 7.0 or 7.1) or the Guide (?) menu (System 7.5).**



When you have turned on Balloon Help, the menu command name changes to "Hide Balloons."

2 **Point to an item on the screen.**

A balloon appears with a description of the item.


File Edit View Special
At Ease Setup
This application allows you to setup and configure At Ease.
At Ease Setup
ClarisWorks

3 **When you no longer need Balloon Help, choose Hide Balloons from the Help menu.**

5 Getting the Most Out of At Ease

This chapter provides guidance for training new users of At Ease and gives some suggestions for getting more out of the program.

Training new At Ease users

Users who can read can learn most of what they need from the *At Ease 20 Quick Reference Card.* Very young users may need some training in the skills you expect them to have.

What do At Ease users need to know?

Depending on what your users will be expected to do, different skills will be required. Some of your users need only know how to use the mouse, while others may need further training on using programs. (See the manuals that came with your programs for information on how to use them.) There are also a few things you'll want to make sure all your At Ease users learn.

Using the mouse

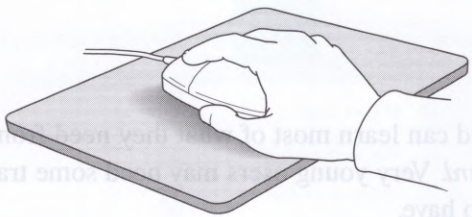
First-time Macintosh users need to learn to use the mouse. How you teach this skill depends on whether you purchased At Ease as a software package or received it with your Macintosh Performa computer.

If you purchased At Ease as a software package, a program called Mouse Practice was included as part of the At Ease installation. First-time users can use this program to learn the necessary mouse skills.

If you received At Ease with a Macintosh Performa computer, first-time users can learn mouse skills from the Macintosh Tutorial, available in the Guide (?) menu.

IMPORTANT To use the Macintosh Tutorial, you must be in the Finder. Do not launch Macintosh Tutorial from within At Ease.

Whichever program you use, start by showing new users how to hold the mouse. Be sure that they know the cable should point *away* from them.



Locating a button for a program or document

As new items are added to At Ease, an item on a panel may shift on a page or move to another page. This happens because:

- At Ease reorders all the buttons as new ones are added.
- When a page has reached its limit of buttons, a new page is added, and a button may move to another page.

If you installed Mouse Practice, the Mouse Practice button normally stays as the first button on the first page of the At Ease Items panel.

If buttons have moved, young users, particularly those who don't read, may need some assistance finding a button for a program or document they have been using. If pages have been added, you may need to explain how to get to another page. (See "Paging Through At Ease" in Chapter 4 for instructions.)

Opening a program or document

Opening a program or document in At Ease is slightly different from opening a program or document in the Finder. You need to click only once to open it. First-time Macintosh users won't need to be told this, but you may want to tell experienced Macintosh users.

Saved documents

If you have set users' access privileges so that they can save only to a floppy disk, you may want to remind them to have a floppy disk available whenever they plan to work on any documents.

Information to share with advanced users

This section describes a number of tips and shortcuts you may wish to share with advanced users of At Ease.

Using keyboard equivalents

A *keyboard equivalent* allows you to use the keyboard to do something rather than choosing commands from menus. You can often work more efficiently by using keyboard equivalents. There are several keyboard equivalents you can use in At Ease:

Action	Keyboard equivalent
Go back one page	Left Arrow
Go forward one page	Right Arrow
Go to first page	⌘–Left Arrow
Go to last page	⌘–Right Arrow
Switch between At Ease Items panel and user panel	Tab
Go to page (1 to 9)	⌘–page number

In addition, many of the At Ease menu commands have their own keyboard equivalents. For more information, refer to the *At Ease 2.0 Quick Reference Card.*

Moving quickly to a particular item

At Ease allows you to move quickly to a particular item on another page of either the At Ease Items panel or your user panel.

To move quickly to an item:

1. **If necessary, click the tab of the panel that contains the item to bring it to the foreground.**
2. **Type the first character or characters of the item's name.**

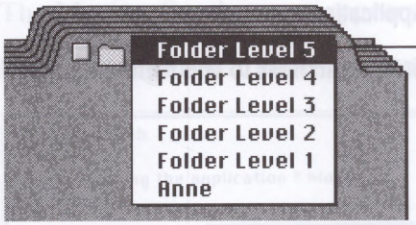
At Ease takes you to the page of the panel where the item appears. The item flashes to help you locate it.

Moving quickly between folders

If you have opened several levels of folders, you can use the following shortcut to move quickly between them:

1 **Position the pointer over the topmost folder's name and hold down the mouse button.**

A pop-up menu appears:



Use this pop-up menu to move quickly to a different folder level.

2 **Drag through the pop-up menu until the desired folder is highlighted, then release the mouse button.**

At Ease takes you directly to the desired folder.

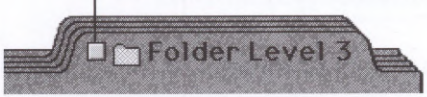
Shortcuts for closing folders

If you have opened one or more folders on your user panel, you can use the following shortcuts to close one or all of them:

1 **To close only the topmost folder, click its close box.**

The close box is located on the folder's tab, to the left of the folder's name and icon.

Click here to close the topmost folder. Hold down the Option key and click here to close all open folders.



2 **To close all open folders, hold down the Option key while you click the close box of the topmost folder.**

Working with more than one application program

Users can work with more than one application program at a time in At Ease. To do so:

1 **Open the first program you want to work with.**

Your document window appears.

2 **Choose At Ease from the Application menu.**

The Application menu is the farthest to the right in the menu bar.

The At Ease panels reappear.

3 **Open the second program.**

The second document window opens. You can switch from one open program to the other by clicking in the window of the program you want, or by choosing the desired program from the Application menu.

Setting the number of colors for a program

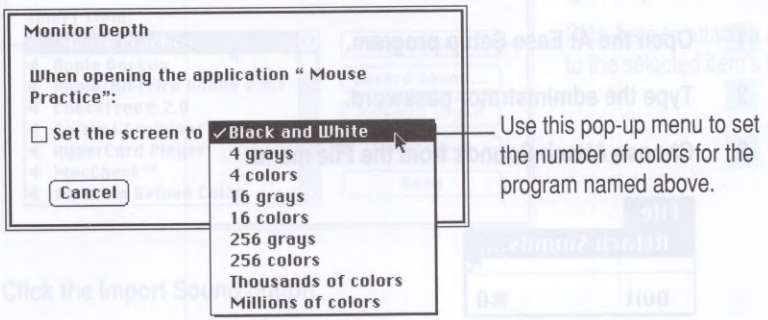
At Ease lets you set the number of colors (also called the *monitor depth*) that an application program will display when you use it.

To set the number of colors:

1 **Hold down the Option key while you click the program's button.**

The Monitor Depth screen appears.

2 **Use the pop-up menu to select a number of colors or grays.**



If you select a number of colors that your monitor does not support, your setting will have no effect.

When you select a number of colors in the pop-up menu, an X automatically appears in the box labeled "Set the screen to." (To cancel your selection later, simply click this box to remove the X.)

3 **Click OK.**

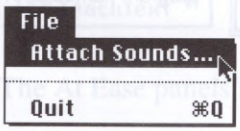
Adding and removing button sounds

You can attach sounds to items that appear on any user's At Ease panels. The computer will play the attached sound whenever the user moves the pointer over the button. (This is true even when the text-to-speech feature has been turned on.)

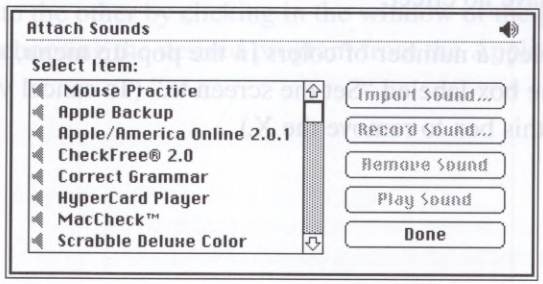
In order to attach a sound, you must either have a sound file or the appropriate hardware and software to record a sound of your own.

Preparing to attach a sound

1. **Open the At Ease Setup program.**
2. **Type the administrator password.**
3. **Choose Attach Sounds from the File menu.**



The Attach Sounds screen appears:



This screen shows you the name of every item to which users have been given access.

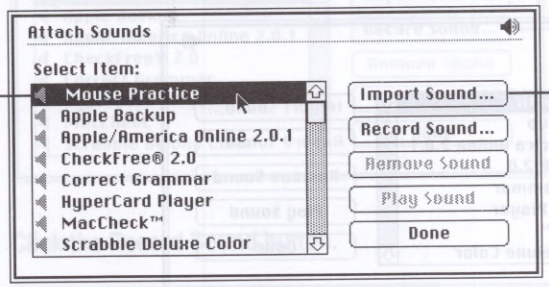
If the speaker icon to the left of an item name has wavy lines beside it, a sound has already been added to the item. (You can remove the sound and add a different one if you like.)

4 **Click the name of the item to which you want to add a sound.**

Now you can either import a sound or record one of your own.

Importing a sound

You must have a sound file on one of your disks in order to import a sound. Before you import a sound, make sure an item is selected in the Attach Sounds screen. (See the previous section for instructions.)

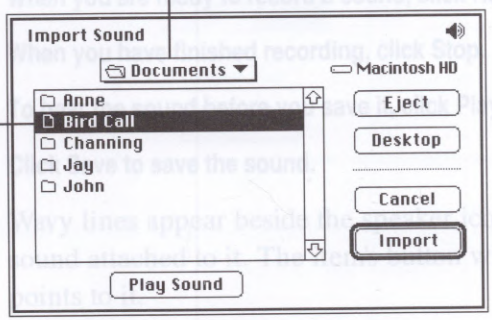


Make sure an item is selected in this list.

Click here to attach a sound to the selected item's button.

1 **Click the Import Sound button.**

The Import Sound screen appears:



2 **If necessary, use the pop-up menu to locate a sound file.**

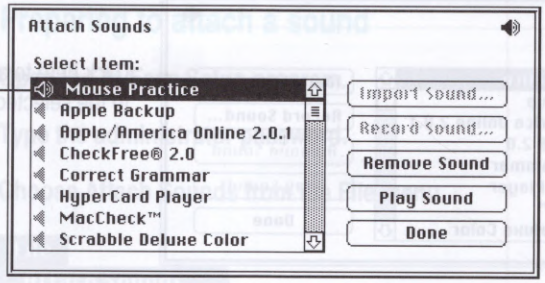
3 **Click the name of the sound you want to import.**

If you want to hear the sound before importing it, click the Play Sound button.

4 **Click the Import button to add the sound.**

Wavy lines appear beside the speaker icon, indicating that the item now has a sound attached to it. The item's button will now play the sound when a user points to it.

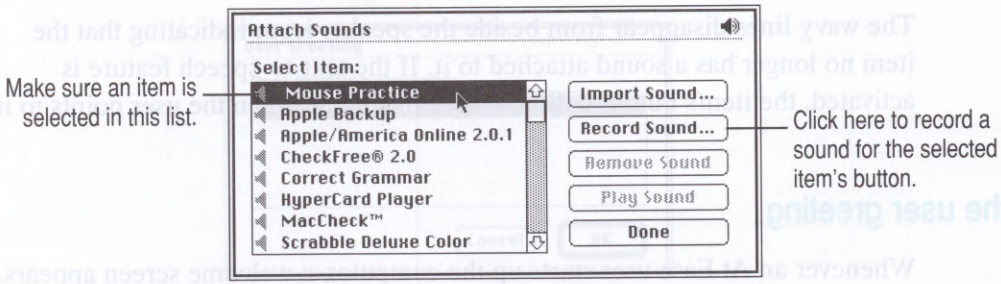
These wavy lines indicate that a sound is attached to the selected item's button.



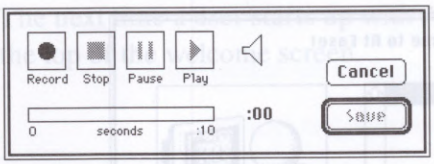
5 **Click the Done button.**

Recording a sound

You must have the appropriate hardware and software in order to record a sound. Before you record a sound, make sure an item is selected in the Attach Sounds screen. (See "Preparing to Attach a Sound" earlier in this chapter for instructions.)



1 **Click the Record Sound button.**



2 **When you are ready to record a sound, click Record.**

3 **When you have finished recording, click Stop.**

4 **To hear the sound before you save it, click Play.**

5 **Click Save to save the sound.**

Wavy lines appear beside the speaker icon, indicating that the item now has a sound attached to it. The item's button will now play the sound when a user points to it.

Removing a sound

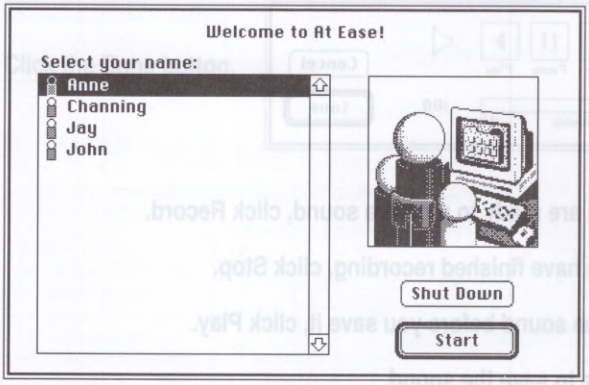
Before you remove a sound, make sure an item is selected in the Attach Sounds screen. (See "Preparing to Attach a Sound" earlier in this chapter for instructions.)

- **Click Remove Sound.**

The wavy lines disappear from beside the speaker icon, indicating that the item no longer has a sound attached to it. If the text-to-speech feature is activated, the item's button will now speak its name when the user points to it.

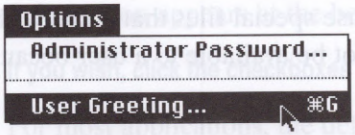
Changing the user greeting

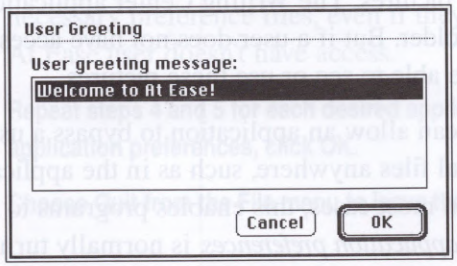
Whenever an At Ease user starts up the computer, a welcome screen appears. (If there is only one At Ease user, the welcome screen will look somewhat different from the one pictured here.)



The At Ease owner can change the greeting at the top of this screen.

1 **Choose User Greeting from the Options menu.**





2 **Type a new user greeting and click OK.**

The next time a user starts up with At Ease, the new greeting will appear at the top of the welcome screen.

Choosing application preferences

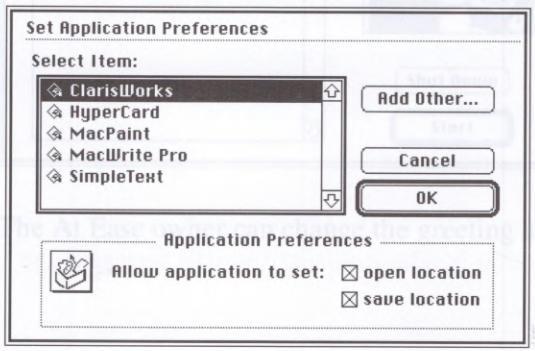
Some application programs use special files that come with the application. Sometimes these files may not be available to a user because of file or folder restrictions placed on a user.

For example, The Writing Center comes with a set of pictures in the Pictures Folder. To use these pictures, The Writing Center application program must have access to that folder. But if a user does not have access to that folder, he or she will not be able to see or use these pictures.

The At Ease owner can allow an application to bypass a user's folder and open and save special files anywhere, such as in the application's folder or in the System Folder. In most cases, this enables programs to run more smoothly. This feature, called *application preferences,* is normally turned on. The owner may want to turn it off for a particular application if the application program is not running properly.

To change the application preferences:

1. **Choose Go To At Ease Setup from the Special menu.**
2. **Type the administrator password and click OK.**
3. **Choose Application Preferences from the Options menu.**



4 **Click the desired application.**

Information appears at the bottom of the window.

5 **If you wish, click the checkboxes to change the settings.**

For most applications, the default setting is for both checkboxes to be active (marked with an X). This means that the application has access to the necessary preference files, even if they are stored in folders to which the At Ease user doesn't have access.

6 **Repeat steps 4 and 5 for each desired application. When you are finished setting application preferences, click OK.**

7 **Choose Quit from the File menu to leave the At Ease Setup program.**

Giving users access to shared disks

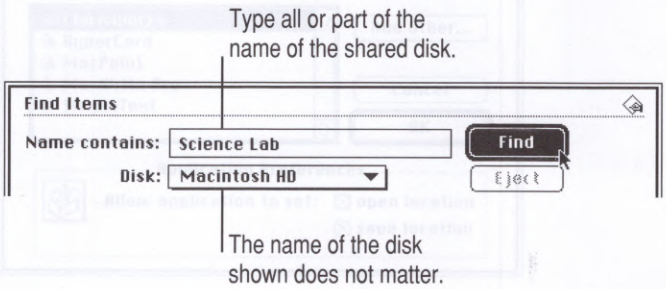
The At Ease owner can give users access to file servers or shared disks by creating buttons for them. You must connect to the shared disk before you can create a button for it.

Once you have created the button, a user can use that disk. In most cases, a user must be registered on the disk and must enter his or her name and password after connecting. However, some shared disks allow guest access.

To create an At Ease button for a shared disk you are connected to:

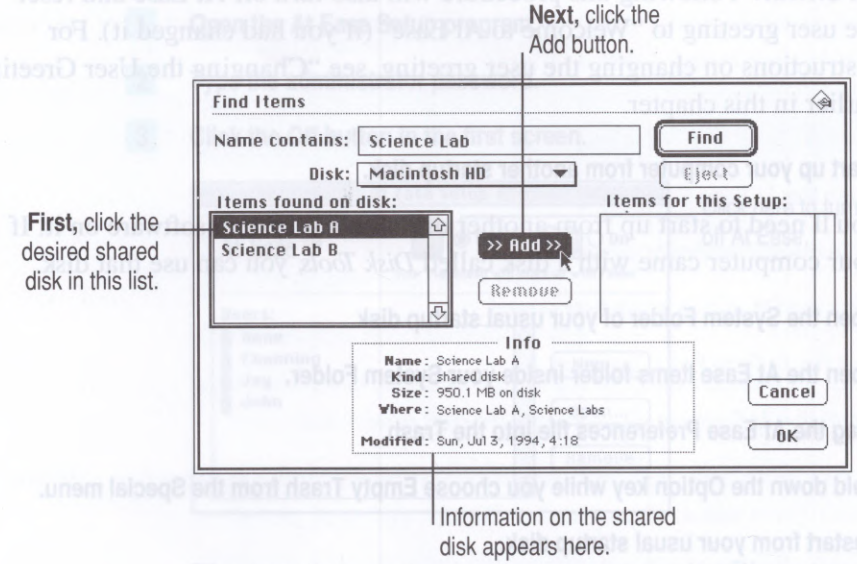
1. **Open the At Ease Setup program.**
   - If At Ease is already open, choose Go To At Ease Setup from the Special menu.
   - If you are in the Finder, double-click the At Ease Setup program to open it.
2. **Type the administrator password and click OK.**
3. **Select a user and click Open.**
4. **Click Next.**
5. **Click the Find Items button.**

   The Find Items screen appears.
6. **Type all or part of the name of the shared disk in the upper box.**



7 **Click the Find button.**

A list appears on the left, showing all items whose names contain the text you typed, including any shared disks to which you are connected.



8 **Click the shared disk and click the Add button.**

The selected shared disk now appears on the right. To select more than one item in the list, hold down the Shift key while you click the names of the items.

9 **When you have finished searching and adding items, click OK.**

10 **Click Next.**

11 **Click Next again.**

12 **Click Done.**

13 **Choose Quit from the File menu to leave the At Ease Setup program.**

If you forget the administrator password

If you've forgotten the administrator password, it's possible to set a new one.

IMPORTANT Following this procedure will also turn off At Ease and reset the user greeting to "Welcome to At Ease" (if you had changed it). For instructions on changing the user greeting, see "Changing the User Greeting" earlier in this chapter.

1. **Start up your computer from another startup disk.**

   You'll need to start up from another disk that has system software on it. If your computer came with a disk called *Disk Tools*, you can use that disk.

2. **Open the System Folder of your usual startup disk.**

3. **Open the At Ease Items folder inside your System Folder.**

4. **Drag the At Ease Preferences file into the Trash.**

5. **Hold down the Option key while you choose Empty Trash from the Special menu.**

6. **Restart from your usual startup disk.**

7. **Open the At Ease Setup program and set a new password.**

   For instructions, see "Setting an Administrator Password" in Chapter 3.

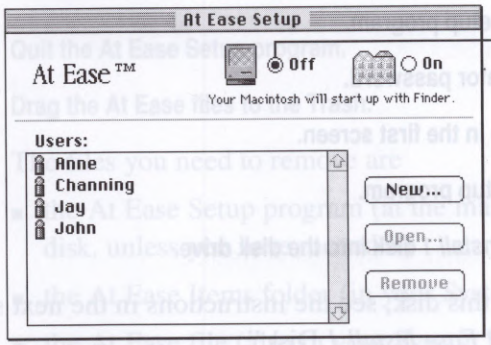
8. **Before quitting the At Ease Setup program, turn on At Ease again.**

   For instructions, see "Turning On At Ease" in Chapter 3.

Turning off At Ease

If you decide that you don't want to use At Ease on your computer, you can turn it off.

1. **Open the At Ease Setup program.**
2. **Type the administrator password.**
3. **Click the Off button in the first screen.**



The next time you restart your computer, it will start up with the Finder.

Removing At Ease permanently

If you don't want to use At Ease, it's easiest just to turn it off. You can, however, remove it permanently.

The procedure you follow to remove At Ease depends on whether you have the *At Ease Install 1* disk available.

If you have the *At Ease Install 1* disk

1. **Open the At Ease Setup program.**
2. **Type the administrator password.**
3. **Click the Off button in the first screen.**
4. **Quit the At Ease Setup program.**
5. **Insert the *At Ease Install 1* disk into the disk drive.**

   If you don't have this disk, see the instructions in the next section, "If You Don't Have the *At Ease Install 1* Disk."
6. **Double-click the Installer icon.**
7. **Click the Customize button.**
8. **Select At Ease.**
9. **Hold down the Option key.**

   Notice that the Install button changes to a Remove button.
10. **Click the Remove button.**

    At Ease is permanently removed from your system. You can reinstall it at any time by following the instructions in Chapter 2.

If you don't have the *At Ease Install 1* disk

1. **Open the At Ease Setup program.**
2. **Type the administrator password.**
3. **Click the Off button in the first screen.**

> **WARNING** Do not attempt to remove At Ease without turning it off first.

4. **Quit the At Ease Setup program.**
5. **Drag the At Ease files to the Trash.**

   The files you need to remove are

   - the At Ease Setup program (at the main directory level of your startup hard disk, unless you have moved it)
   - the At Ease Items folder (in your System Folder)
   - the At Ease file (also in your System Folder)
   - the At Ease Startup extension (in the Extensions folder)

6. **Hold down the Option key while you choose Empty Trash from the Special menu.**

Removing At Ease permanently

If you don't want to use At Ease at all, you can, however, remove it permanently.

The procedure you follow to remove At Ease depends on whether you have the *At Ease Install 1* disk available.

If you have the *At Ease Install 1* disk

1. Open the At Ease Setup program.
2. Type the administrator password.
3. Click the Off button in the first screen.
4. Quit the At Ease Setup program.
5. Insert the *At Ease Install 1* disk.
6. Hold down the Option key while you choose Empty Trash from the Special menu.
7. Select At Ease.
8. Hold down the Option key.

   Notice that the Install button changes to a Remove button.
9. Click the Remove button.

   At Ease is permanently removed from your system. You can reinstall it at any time by following the instructions in Chapter 2.

If you don't have the *At Ease Install 1* disk

1. Open the At Ease Setup program.
2. Type the administrator password.
3. Click the Off button in the first screen.

   The files you need to remove are
   - the At Ease Setup program (at the main directory level of your startup hard disk, unless you relocated it)
   - the At Ease Items folder (in your System Folder)
   - the At Ease file (also in your System Folder)
   - the At Ease Startup extension (in the Extensions folder)

4. Quit the At Ease Setup program.
5. Drag the At Ease files to the Trash.

Appendix
Using at Ease 2.0.3 with System 7.5

At Ease 2.0.3 is compatible with System 7.5. However, some control panels and other features of System 7.5 may work differently while At Ease is running. This section provides information on these differences. Please refer to Macintosh Guide, available in the Guide menu (marked with ?) on the right of the menu bar, for more information on these topics.

AppleScript

Scripts written using AppleScript can be launched in At Ease. However, scripts that require the Finder will not run properly.

Extensions Manager

You cannot change the settings in the Extensions Manager control panel while At Ease 2.0.3 is running.

Find File

When At Ease 2.0.3 is open, you cannot use the Find File command to open or print items.

General Controls panel

Documents

This option can control where the At Ease Documents folder is created on your computer. At Ease always tries to open or save a document in the user's folder, within the At Ease Documents folder, regardless of the settings in the control panel.

If At Ease is running and you have not changed the Documents option, At Ease creates the Documents folder on the startup disk. If At Ease is not running and you select the Documents folder radio button, the Documents folder is created on the desktop.

Launcher

The Launcher does not work with At Ease 2.0.3. If the Launcher is set to open at startup, it will not do so if At Ease is turned on.

Macintosh Easy Open (version 1.1 or later)

If you attempt to open a document without the application program that created it, and Macintosh Easy Open is active, a message asks if you want to open the document with another program. The only programs displayed are those available to the user in the At Ease Setup program.

PowerTalk

PowerTalk and At Ease 2.0.3 are not compatible. You should turn off PowerTalk in the PowerTalk Setup control panel before using At Ease.

QuickDraw GX

At Ease supports printing from QuickDraw GX. However, once you start a print job you cannot leave At Ease or go to the Finder until the printing is completed. If QuickDraw GX is installed, print jobs that are stopped cannot be restarted within At Ease. You must go to the Finder to restart a print job.

Printer menu

When the user has access to the Chooser and QuickDraw GX is active, a new menu called "Printer" appears in At Ease. This menu contains all desktop printers, with a checkmark next to the name of the currently selected printer. To select a different printer, simply choose its name.

Printer Status command

To view the status of the selected printer, choose Printer Status from the Printer menu. Print jobs started by your computer are displayed. A pop-up menu allows you to view the status of other printers.

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